

# Governance Group - Meeting Minutes

<b>Purpose</b>	RAS Governance Meeting		
<b>Date / Time</b>	09 April 2015: 1:30pm – 3.00pm		
<b>Location</b>	Level 8 Boardroom, CERA Offices		
<b>Attendees</b>	<ul style="list-style-type: none"> <li>Michelle Mitchell - CERA (Chair)</li> <li>Ken Pope - RAS Project Manager</li> <li>Darren Wright – Community Representative</li> <li>Michael Aitken (CCC)</li> <li>Jayne Lapin (as delegate for Hugh Cowan EQC)</li> <li>Samson Samasoni – (ICNZ)</li> <li>Glenys Thornhill (CERA – Minutes)</li> </ul>		
<b>Invitees</b>	<ul style="list-style-type: none"> <li></li> </ul>		
<b>Apologies</b>	<ul style="list-style-type: none"> <li>Hugh Cowan</li> </ul>		
Item	Issue / Topic	Descriptor	Who
1	<b>Apologies and Welcome</b>	<ul style="list-style-type: none"> <li>Apologies and Welcome <ul style="list-style-type: none"> <li>Apologies noted</li> <li>Welcome to Jayne</li> </ul> </li> </ul>	<b>Presented by:</b> Chair
2	<b>Conflicts of Interest</b>	<ul style="list-style-type: none"> <li>Daren Wright declared that he remains a member of the Advisory Board on Transition. The conflict was noted.</li> </ul>	<b>Presented by:</b> Chair
3	<b>Previous Minutes</b>	<p><b>Minutes of the Residential Advisory Service (RAS) Governance Group Meeting – 9 April 2015</b></p> <p><b>Moved by:</b> Darren Wright <b>Seconded by:</b> Michael Aitken</p> <p>THAT the RAS Governance Group</p> <ol style="list-style-type: none"> <li><b>Confirms</b> the minutes of the RAS Governance Meeting held on 9 April 2015, having been circulated, as a true and correct record</li> <li><b>Receives</b> the minutes of the RAS Governance Meeting held on 9 April 2015 to be released onto the RAS website.</li> </ol>	<b>Presented by:</b> Chair
4	<b>Previous Action Points</b>	<ul style="list-style-type: none"> <li>Project Manager to investigate broadening the range of clinics to include other Agencies such as Fire Service, DOC, MAF, etc</li> <li>ICNZ to follow up with ESC Governance regarding referrals to RAS</li> <li>In The Know Land Hub – RAS needs to be comfortable with Health and Safety requirements to ensure the appropriate level of safety is provided for RAS</li> <li>Risks three and four to be reviewed to 'Low'</li> <li>Project Manager to report at next meeting on Technical</li> </ul>	<b>Action by:</b>  In progress  In progress  Completed  Completed In progress

- Residential property owners are assisted to make progress in their individual repair, rebuild, resettlement process in greater Christchurch.
  - The service will provide independent assistance to residential property owners.
  - It will help them understand and progress the repair and rebuild process.

Item	Issue / Topic	Descriptor	Who
		<p>Panel outcomes from MBIE review</p> <ul style="list-style-type: none"> <li>○ MBIE lead overseas – will progress on return</li> <li>• Chair to send letter to request funding to CCC and for CERA to confirm funding provision</li> <li>• Project Manager to work with CERA Communications Team to develop promotion</li> <li>• ICNZ continuing to work with individual members re Funding <ul style="list-style-type: none"> <li>○ ICNZ confirmed that all members are contributing and therefore the situation of having to manage non-contributing members' customers has been averted</li> </ul> </li> <li>• ICNZ continuing to progress discussions with non-contributing funders</li> </ul>	<p>Completed</p> <p>In Progress</p> <p>Completed</p> <p>Completed</p>
5	RAS Update	<p><b>RAS Monthly Project Status Report for March 2015</b> The RAS Monthly Project Status Report for March 2015 was presented to the Governance Group, providing an overview of the Service along with key statistics and budgetary information.</p> <p>The Report was previously circulated and taken as read. <b>Moved by:</b> Ken Pope <b>Seconded by:</b> Michelle Mitchell</p> <p>THAT the RAS Governance Group:</p> <ul style="list-style-type: none"> <li>• <b>Receives</b> the RAS Monthly Project Status Report for March 2015.</li> <li>• <b>Approves</b> the RAS Monthly Project Status Report for March 2015</li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• General discussion from report</li> </ul> <p><b>Action Point:</b></p> <ul style="list-style-type: none"> <li>• Project Manager to work with CERA Relationship Managers to link in with Community Board meetings</li> <li>• EQC to address and provide context and a response to the points raised by the Associate Minister to close out these issues</li> </ul>	<p><b>Presented by:</b></p> <p>Project Manager</p> <p>Project Manager</p> <p>EQC</p>
6	RAS Funding for 2015/16	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>• Given the level of contributions it was agreed that the original budget be reduced to meet the actual contributions. It was noted that CCC has yet to respond to our request for funding</li> <li>• It was confirmed that any amendments to the budget should not impact on the current offering. If the budget is insufficient for the full year then additional support would be sought at the time if appropriate.</li> </ul> <p><b>Moved by:</b> Michelle Mitchell <b>Seconded by:</b> Darren Wright</p>	<p>Project Manager</p>

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		<p><b>Action Point:</b></p> <ul style="list-style-type: none"> <li>Amend budget to reflect confirmed contributions from each of funding partners</li> </ul>	Project Manager
7	Draft Press release	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>The draft Press release confirming the extension to the service was reviewed. It was felt it should reflect the number of home owners who have accessed the service and not just those that have been resolved</li> <li>There were some other minor amendments that will be fed back</li> </ul> <p><b>Action Point:</b></p> <ul style="list-style-type: none"> <li>Project Manager to liaise with CERA Communications regarding the suggested amendments</li> </ul>	Project Manager
8	Health and Safety	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>In the Know Hub <ul style="list-style-type: none"> <li>The paper (as circulated) which provided an overview of the systems and measures being put in place at the Hub for the protection of RAS staff was approved</li> </ul> <p style="text-align: right;"><b>Moved by:</b> Samson Samasoni <b>Seconded by:</b> Michael Price</p> </li> <li>Health and Safety matters noted in Operational Report</li> <li>No other matters raised</li> </ul>	
9	General Business	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>ICNZ representative (Samson Samasoni) has resigned with the May meeting being his last meeting. ICNZ will arrange for a suitable replacement.</li> <li>Referrals from ESC appear to be lower than expected.</li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>Chair to raise this point with Chair of ESC Governance Group</li> <li>Concern expressed regarding property owners being able to access support in making 'life' decisions when faced with Cash Settlement options</li> </ul> <p><b>Action Point</b></p> <ul style="list-style-type: none"> <li>Project Manager to liaise with CERA Housing Team to ensure this type of support is considered in their 'Cash Settlement' discussions</li> </ul>	Chair  Project Manager
10	Board only time	<ul style="list-style-type: none"> <li>The Board did not request any 'Board only' time</li> </ul>	
11	Next meeting	<ul style="list-style-type: none"> <li>Thursday 7 May 1.30pm to 3.00pm</li> </ul>	

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## Action Point Summary:

	Action Points	Action by	Timeframe
1	Project Manager to investigate broadening the range of clinics to include other Agencies such as Fire Service, DOC, MAF, etc	Project Manager	
2	ICNZ and Chair to follow up with ESC Governance regarding referrals to RAS	ICNZ & Chair	
3	Project Manager to report at next meeting on Technical Panel outcomes from MBIE review	Project Manager	
4	Project Manager to work with CERA Communications Team to develop promotion	Project Manager	
5	Project Manager to work with CERA Relationship Managers to link in with Community Board meetings	Project Manager	
6	EQC to address and provide context to close out issues raised with the Associate Minister	EQC	
7	Amend budget to reflect confirmed contributions from each of funding partners	Project Manager	
8	Project Manager to liaise with CERA Communications regarding the suggested amendments to Press release	Project Manager	
9	Project Manager to liaise with CERA Housing Team to ensure support with 'life' decisions is considered in the 'Cash Settlement' discussions	Project Manager	

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